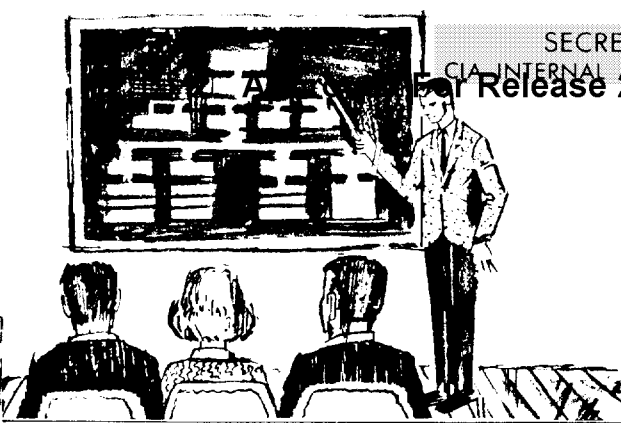


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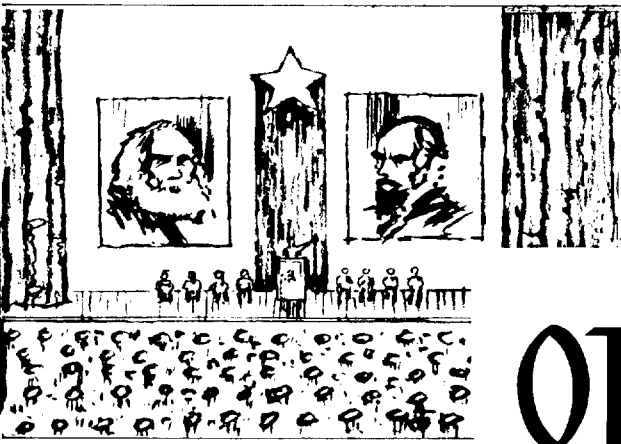
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THIS ISSUE :

CAREER TRAINING PROGRAM



OTR BULLETIN

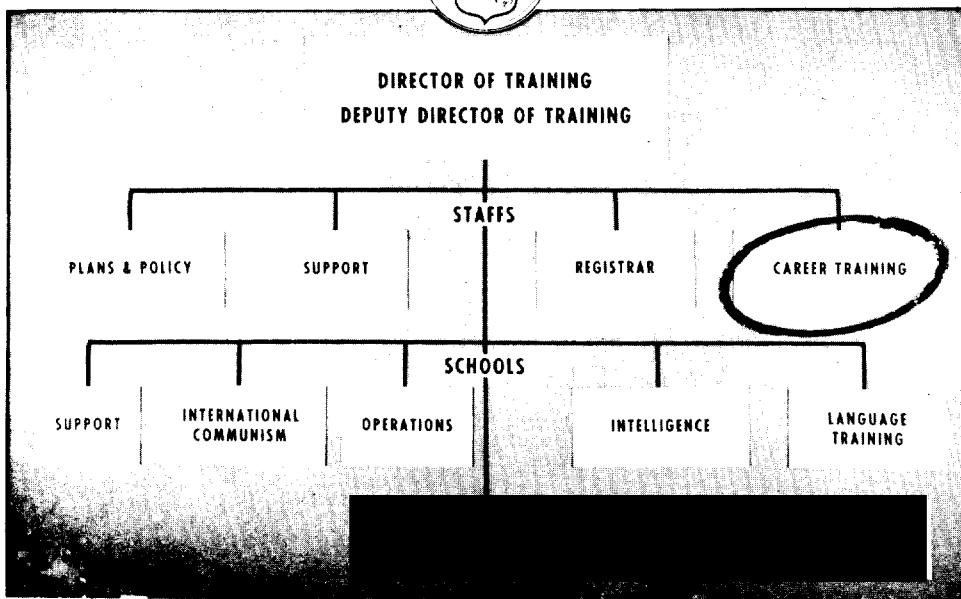
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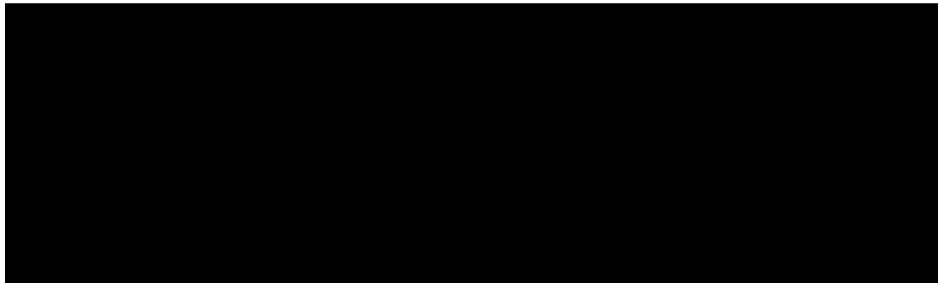
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GROUP 1
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OFFICE OF TRAINING



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"for the coordination, technical supervision, review, and support of all domestic and foreign training activities of the Agency and for the approval and arrangement of training at authorized non-CIA facilities. "

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IN THIS ISSUE

OTR courses scheduled for January, February, March, and April are listed on pages 6 through 9. They are briefly described beginning on page 10.

A feature on the Agency's Career Training Program is the first of a series, "OTR as a Support Organization," the 1967 theme for the Bulletin. This feature starts on page 17.

An expanded Office of Training Directory appears on pages 20 and 21.

The successes of Big Business in utilizing Programmed Instruction to help meet the problem of training more people in more courses with fewer instructors are set out as an example for CIA in an article beginning on page 22.

A Directory of Training Officers is on pages 26 and 27.

Interagency training programs of special interest to Agency employees are listed on pages 29 through 32.

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BULLETIN BOARD

"OTR AS A SUPPORT ORGANIZATION"

Through 1967 the OTR Bulletin will present a series of articles devoted to the theme "OTR as a Support Organization." Each issue will feature an aspect of training in which OTR is involved--one of its Schools, its own training facilities, its major programs, its services in arranging training in other Agency components or at external facilities. It is hoped that these articles will serve collectively as a guide to OTR's services and how to obtain them. The Agency's Career Training Program, a major responsibility of the Office of Training and an object of continuing study and refinement, is featured in this issue. The Intelligence School will be featured next month.

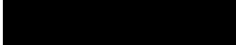
OTR SCHEDULE OF COURSES

The six-month schedule of OTR courses, covering the period from 3 January through 30 June 1967, was published in December. Distribution has been made to offices throughout the Agency. Although the December Bulletin, in its OTR Calendar, presented this schedule on a month-to-month basis, the separate schedule is in a format which lists the courses alphabetically, showing also the dates on which the courses are to be given. Also included in the schedule is a listing of the dates on which the Agency administers its qualifications test for stenographers and typists. Subsequent changes in the schedule will be announced in the regular OTR Bulletin or in Special Bulletins. Additional copies of the schedule may be obtained by calling extension 2896.

TRAINING PERSONNEL

Recently designated Training Officers are:

DDS  Security(4E-71; extension 7661)

DDS&T  , ORD (611 Ames; extension 2637)

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ORIENTATION FOR TRAINING OFFICERS, ASSISTANTS An Orientation for Training Officers, and for Personnel Officers whose duties include planning training for employees in their offices, is scheduled for 1 and 2 February. This is a 12-hour course running one full day and the following morning. In addition to a brief summary of OTR's mission by the Director of Training, Chiefs of Schools and Staffs explain the functions and services of their offices.

A one-day Orientation for Training Assistants, and for other employees whose work may involve training procedures, is scheduled for 25 January. Admissions procedures for both internal and external courses are detailed, and the role of the Registrar is explained.

These orientations provide an opportunity for all personnel with training responsibilities to become familiar with current OTR capabilities and with registration procedures, but Training Officers and Training Assistants who have had no previous orientation should definitely be enrolled.

Both orientations will be held at 1000 N. Glebe Road. If you plan to attend, please call AIB, extension 2365. It is not necessary to submit a Form 73.

OFF-CAMPUS PROGRAM SPRING SEMESTER Registration for the Off-Campus Programs for the 1967 Spring Semester for both American University and George Washington University will be Friday, 20 January, from 10 a.m. to 4 p.m., in the Auditorium at Headquarters. A total of fifteen courses is being offered, eight by AU and seven by GW. Tuition is \$120, payable in full at the time of registration or in three installments of \$40, the first due at registration. Only checks or money orders can be accepted. Full information on the courses being offered is given in the December 1966 OTR Bulletin, in Headquarters Employee Bulletin Number 126, dated 16 December, or it may be obtained by calling the OTR Registrar's office, extension 2896.

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